

SENIOR TRAINING OFFICERS MEETING

Wednesday, 10 August 1977, 1000

A G E N D A

STATINTL

1. Criteria for Selection for
Levinson Seminar and Program on
Creative Management (See Atts)
2. Results of Midcareer Course
Annual Review
3. PDP and Training



CONFIDENTIALITY OF DATA IN THE
PROGRAM ON CREATIVE MANAGEMENT

In the course of your participation in the Program on Creative Management, you will be responding to questionnaires, completing psychological tests, and participating in group exercises where you will be observed, monitored, and recorded in various ways, including videotape. These procedures will generate a considerable amount of data, much of which will be retained indefinitely -- on paper, in computer files, and on tape. This is so because of the fact that, in addition to the primary use of these data, namely, to provide information we can feed back to you, we are also committed to analysis, evaluation, and improvement of this program through research. As safeguards against any improper use of these data, we have adopted the following principles:

1. All data collected on anyone are shared with and explained to that individual, within the limits of practical constraints, including concern for the privacy of others.

2. None of the data will be conjointly filed or incorporated in any way with files held in your name elsewhere in the Agency, including other files in the Office of Medical Services.

3. No reports, oral or written, interpreting or

evaluating individual performance, will be prepared for or issued to anyone other than the individual himself.

4. No administrative or research reports will be written in such a way as to permit identification of individuals in any respect other than mere acknowledgement of the fact of your participation in the program.

SELECTION CRITERIA FOR THE LEVINSON SEMINAR
AND THE PROGRAM ON CREATIVE MANAGEMENT

LEVINSON SEMINAR

The Levinson Seminar is the most advanced program offered by CIA for its senior managers and executives who are in positions of managerial, as contrasted with staff, responsibility. It is designed especially for the heads of Agency components (offices, divisions, senior staffs and independent offices), their deputies, and senior officers in other key assignments from throughout the Agency. As a minimum, participants should be grade GS-16 and have at least one year's experience in an assignment of significant managerial responsibility. In addition, participants should have three years or more service remaining and be pointed in their future careers toward positions of management.

PROGRAM ON CREATIVE MANAGEMENT

This course is for middle-level managers (GS-13 thru GS-15) who have a high potential for advancement. It is designed especially for branch and section chiefs and for staff officers who have supervisory responsibility. Participants should have had at least one year of supervisory or managerial experience and a minimum of ten years remaining service.

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MEMORANDUM FOR THE RECORD

SUBJECT: Senior Training Officers' Meeting

1. The Senior Training Officers' Meeting convened at
STATINTL 1000 on 10 August and adjourned at 1040.

2. [REDACTED] discussed the criteria, which were approved by Mr. Blake in a memorandum dated 10 August 1976, for attendance to the Levinson Seminar and Program on Creative Management (POCM). Since there is a waiting list of GS-16s for the Levinson Seminar, he pointed out that GS-15s are unlikely to be approved for attendance. Because of the limited runnings of these courses and the limited numbers who will have the opportunity to attend each year (48 for the POCM and 42 for the Levinson Seminar), it was stressed that the attendees should be of the highest quality and have high
STATINTL potential for advancement.

3. [REDACTED] summarized the annual review of the Midcareer Course. He asked the STOs to keep in mind possible outside guest speakers and topics for the course. The STOs were also asked to notify their components who they have selected to fill their quotas. Also, changes in scheduling for the post-course briefings are to be handled by their offices with the attendees rather than by the Midcareer Course training assistant.

4. The STOs were reminded that Friday, 12 August, is the deadline for Senior Seminar registrations.

5. Recently the D/Pers sent a paper to the EAG regarding PDP, APP, and the role of training in executive development. Currently the percentage of PDP-associated people attending the Senior Seminar, Midcareer, and Advanced Intelligence Seminar (AIS) is roughly 60%. We have decided to drop the AIS as a PDP-related course and have identified five courses (including the Senior Seminar and Midcareer Course) which we feel should be considered as executive development courses. Since all five are quota courses and the STOs receive names of nominees for the courses, they were asked to identify whether or not they are on the PDP, and if not, why not. There was some discussion as to whether or not employees are told that they are on the PDP. It was the consensus that most Directorates tell an employee when he is on the PDP as part of routine counseling; however, he is not informed when he is not on the PDP unless he specifically asks.

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██████████ noted that because the PDP is a managerial planning tool, it does not make much difference whether the person knows he is on it or not. A draft memorandum was distributed to the STOs and they agreed it should be issued in final. The memorandum will establish the procedures where attendees to the five PDP-related courses will either be on the PDP or an explanation will be given as to why they are not.

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7. [REDACTED] for speaking to the DDO Training Officers regarding external training. He mentioned that he planned to invite [REDACTED] to cover STATINTL language training at next month's meeting.

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[REDACTED]